

return to:
TENNESSEE HISTORICAL COMMISSION
2941 Lebanon Road
Nashville, Tennessee 37243-0442
(615) 532-1550

APPLICATION

FOR

HISTORIC PRESERVATION SURVEY AND PLANNING GRANT

TENNESSEE HISTORICAL COMMISSION/NATIONAL PARK SERVICE

JUNE, 2004

1. Applicant

Name_____ Phone_____

Organization _____ Fax _____

Address_____Email_____

2. Project Description

3. Funding Requested

Total project cost \$_____

Amount of grant request (not to exceed 60% of total cost) \$ _____

4. Project Narrative (use additional sheets if necessary)

5. Project Cost (estimated budget, include source of estimate)

6. Description of Matching Share *

Confirmed sources of cash

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Confirmed sources of donated
property, goods, or services

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL	\$ _____
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* Federal funds available under the Community Development Act of 1974 constitute an acceptable match. No other federal funds or donated services or property from any federal sources are allowable as match.

7. Certification

I hereby certify that all of the above information is correct and that the matching sources of funds listed above are confirmed and are or will be immediately available if a grant is awarded.

I further certify that in all hiring or employment made possible by or resulting from grant awards, I (1) will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin, and (2) will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, or national origin. I understand that this requirement applies to, but is not limited to,

the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

I will comply with all applicable statutes and Executive orders on equal employment opportunity, and understand that grant awards will be governed by the provisions of all such statutes and Executive orders, including enforcement provisions, as implemented by, but not limited to, Department of the Interior Policies, published in 43 CFR 17.

Typed name and title of applicant

Signature(s)

Date

HISTORIC PRESERVATION SURVEY AND PLANNING GRANT APPLICATION

TENNESSEE HISTORICAL COMMISSION/NATIONAL PARK SERVICE

JUNE, 2004

Instructions for Completing Application

1. Applicant: Please give your name, mailing address, and phone number where you may normally be reached between the hours of 8:00 a.m. and 4:30 p.m. If the applicant is an organization, provide the name, address, and phone number for the individual who will be representing the organization. Also provide fax numbers and email addresses if applicable.

2. Project Description: Give a brief description of the project for which you are requesting funds.

Example: The project consists of an architectural survey of the town of Cookeville.

3. Funding: Indicate the total amount estimated to complete the project described in Item 2. Indicate the amount of funds you are requesting. The amount of funds requested must not exceed 60% of the total project cost.

4. Project Narrative: Describe in detail the project you wish to undertake with the grant sought. Describe how the project will meet the priorities and criteria for funding as explained in the grant "fact sheet". The purpose of the proposed project should be stated. Describe the scope of activities the project will undertake. Provide a detailed and specific list of final products or results expected. Describe what further use will be made of the products or results after the project is concluded. Professional services will have to be obtained through a competitive process, however, you should describe the professional qualifications of any prospective staff, consultants, or principal investigators. These must meet the requirements of 36 CFR, Part 61, Appendix A. Specifics regarding these requirements may be obtained from the Tennessee Historical Commission.

Required activities for "Survey and Inventory" include:

- preliminary research on the history of the proposed survey area;
- the survey of every driveable road or street in the survey area and the recording of all buildings or structures over 50 years old on appropriate maps and forms;
- photographs of each recorded property;

-and the preparation of a completion report at the end of the project describing the results and conclusions of the survey.

5. Project Cost: Please itemize by categories the estimated total cost of the work. The budget should include all expenditures for the proposed project. The best budget format lists itemized expenses, such as salaries or wages, transportation and office expenses, photography, and supplies. Donated goods and services proposed as match for the federal grant are included in the budget. In addition to itemizing expenses, costs may be designated as federal or local. This is particularly important if the matching portion consists of donated in-kind services or materials to ensure that the matching share is sufficient. Please be sure that the local matching portion of the budget is at least 40% of the total.

SAMPLE BUDGET Survey of Anywhere County

	Local \$	Federal \$
I. Personnel Costs		
A. Director of survey (120 hrs.@ \$25/hr)	3000.00	
B. Surveyors (600 hrs.@ \$5/hr)		3000.00
II. Transportation (6,000 miles @ \$.22/mile)		1320.00
III. Film & Processing (100 rolls @ \$12/roll)		1200.00
V. Office supplies, copying, etc.		480.00
VI. Office space (4 mos.@ \$250/mo.)	1000.00	
TOTALS	4000.00	6000.00
GRAND TOTAL		\$10000.00

5. Project Cost (continued)

Sources of Revenue

Tennessee Historical Commission	\$6000.00
Donated release time of History Professor from Anywhere State Univ	\$3000.00
Anywhere County Government (donated office space)	\$1000.00
total	\$10000.00

Match Ratio: \$6000 to \$4000, or 60% to 40%

The applicant should be aware that any equipment purchased with federal grant money becomes the property of the state at the end of the project. Transportation costs can be reimbursed at the current state reimbursement rate. Any questions on allowable expenditures should be addressed to the Tennessee Historical Commission.

6. Description of Matching Share: State the confirmed source(s) of your matching share in the appropriate categories. Matching share must equal at least 40% of the estimated total cost of the project.

7. Certification: Please type your name and sign the application.

Your application must be completed and returned to the Tennessee Historical Commission office with a postmark no later than the date shown below. Incomplete, illegible, or unsigned forms will be returned.

SEPTEMBER 1, 2004

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127 and Linda T. Wynn, Title VI Coordinator, Tennessee Historical Commission, 2941 Lebanon Road, Nashville, Tennessee 37243.